



Guidelines for proposers and organisers of dissemination activities within a EUROCORES programme

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Introduction

Dissemination activities are intended to deepen the impact of the research and strengthen the field by facilitating the dissemination of results, while raising the profile of a EUROCORES programme as a whole. The range of potential dissemination activities is wide, but proposed activities should reflect the current work plan for networking and dissemination drawn up by the Scientific Committee of the relevant programme (please consult the programme science officer if in doubt).

1. DISSEMINATION ACTIVITIES

Typical examples are:

- A. EUROCORES programme invited sessions at larger conferences; working group meetings (e.g. publication meetings) (**submitted online**)
- B. Publications: leaflets, posters, EUROCORES corner in a poster session, books, exhibition booth or stand at a conference (**submitted offline**)
- C. Dissemination travel grants to support an active participation at conferences (organised outside the EUROCORES programme) while promoting the EUROCORES scheme in general and disseminating the achievements of the programme in particular (**submitted offline**)
- D. Others: for any dissemination activities not covered by the above 3 categories, please contact the appropriate EUROCORES administrative coordinator

2. ELIGIBILITY CRITERIA

Applicants must be:

Project Leaders or Principal Investigators whose participating funding organisations are contributing fully to the networking and coordination costs with the exception of individual travel grants. The applicant is the contact person responsible towards the ESF office for the application and, if successful, for the scientific and financial management of the dissemination activity.

Beneficiaries can be:

- Project Leaders and Principal Investigators whose funding organisations are contributing fully to the networking and coordination costs of the programme.
- Project Members (PhD students, post-doc researchers, senior scientists, etc.) participating in an Individual Project.

Associated Partners and Cooperating Partners are generally self-funded. However, with the approval of the programme's Scientific Committee, dissemination support can be granted to a limited number of these groups upon clear justification of the added-value of their participation in the given activity.

Co-sponsorship:

Co-funding/co-sponsorship of a dissemination activity is encouraged. Applicants must, however, obtain the preliminary approval of the EUROCORES administrative coordinator prior to making any firm commitment to co-sponsors.

3. ASSESSMENT CRITERIA

The proposal will be forwarded to the EUROCORES Programme Scientific Committee for assessment and recommendation to the EUROCORES science officer, according to the assessment criteria described below. In the case of a surplus of applications, the scientific committee should reach a consensus on a prioritised list of dissemination activity proposals.

The ultimate decision on awards and especially on the extent of support for cooperating partners and external experts is the responsibility of the EUROCORES science officer, who has to operate within the ESF financial rules and financial requirements of the EUROCORES Scheme.

IMPORTANT:

Proposers/co-organisers of a EUROCORES dissemination activity may not evaluate proposals in which they are involved.

Assessment Criteria:

- Relevance to the EUROCORES programme
- Scientific quality and potential impact of the proposed dissemination activity
- Justification of the requested budget
- Other comments / recommendations

4. SUBMISSION AND REPORTING PROCEDURES

A. Invited sessions at larger conferences / Working group meetings

IMPORTANT:

Proposals are to be submitted online. At each stage the applicant will receive email instructions on how to proceed to the next stage.

I. Application

Applicants are asked to submit applications **online at least three months in advance** through a link provided either on the programme website or by the ESF Office.

Items to be filled in on the online form:

- a) Type of dissemination activity
- b) Title of the dissemination activity
- c) Proposed venue and dates
- d) Estimated expenditure and income (including ESF grant requested and co-sponsorship when applicable)
- e) Personal data of the applicant and (co-)organisers when applicable

Items to be uploaded via the online system in a single Word or PDF file (template provided on the [EUROCORES networking and dissemination webpage](#)):

- a) Scientific rationale and relevance to the programme (1 page maximum)
- b) Provisional programme/agenda of the activity including the programme of the larger event (if applicable)
- c) List of provisional speakers and/or participants
- d) Justification for the invitation of Associated Partners and external experts
- e) Provisional dissemination and exploitation plan
- f) Fully detailed budget and justification
- g) Other comments/annexes

Once the submission of the application has been completed, the applicant will receive an acknowledgement of receipt.

II. Approval / refusal by ESF

The ESF will inform the applicant of the outcome of their application.

III. Acceptance / refusal by the applicant

If funding is approved, the applicant must accept (or refuse) ESF funding terms and conditions, and provide their institution/organisation's bank details.

Upon acceptance the applicant must send the Acceptance Form automatically generated by the online system to the ESF.

For grants ≤20K€, a scan copy of the signed Acceptance Form is sufficient.

For grants >20K€, the hard copy of the signed Acceptance Form is needed.

Upon receipt of this document ESF makes an advance payment (80% of the grant awarded), usually two months before the activity.

IV. Reporting

IMPORTANT:

The applicant must provide the EUROCORES programme scientific committee with a final report on the dissemination activity within two months of the completion of the activity for information or evaluation. The final payment will only be made upon completion of all the steps described below.

1) Final Report

Items to be filled in on the online Financial Report Form

- a) Actual expenditure
- b) Co-sponsorship received when applicable
- c) Number of participants

Scientific report (template provided on the [EUROCORES networking and dissemination webpage](#)) **to be uploaded via the online system in a single Word or PDF file and containing the following elements (max. 6 A4 pages):**

- a) A summary
- b) The final programme of the event
- c) A description of the scientific content of the event (abstracts can be provided)
- d) An assessment of the results and impact of the event on the EUROCORES programme.
- e) List of speakers and participants

Unless other arrangements are agreed, the contents of reports will be considered as being in the “public domain” and may be used, suitably acknowledged, in the compilation of reports by the ESF. Reports may also be published on the ESF website

2) List of participants

Names and contact details of all participants (including speakers) have to be provided via the online system.

3) Document (hard copy) to be posted to ESF

The Financial Report Form signed by both the applicant and the authorised financial officer and stamped by the organisation hosting the event.

IMPORTANT:

When a departmental or other locally audited account is offered (i.e., university, public agency), the original receipts are not required, but the financial officer must keep all original receipts for the period legally required, in the event of an audit.

When, in exceptional cases, the account is not operated by a public or audited organisation, the account holder must provide a detailed financial statement, and original receipts of expenditures (all travel tickets, bills, invoices etc.).

If the actual expenditure is lower than the advance payment, the unspent funds must be returned to the ESF within two months of the completion of the dissemination activity.

B. Publications

Proposals are to be submitted **offline** and should be sent by e-mail to the EUROCORES administrative coordinator responsible **at least three months in advance**.

I. Application

The application (template provided on the [EUROCORES networking and dissemination webpage](#)) **should contain the following elements in a single Word or PDF file:**

- a) Type of publication (e.g. flyer/poster/working paper/book...)
- b) Name, affiliation, contact details, CRP of the applicant
- c) Title of the publication
- d) Abstract/outline/content of the publication
- e) Scientific rationale and relevance to the programme (1 page maximum)
- f) Provisional dissemination and exploitation plan
- g) Fully detailed budget and justification
- h) Other comments/annexes

II. Approval/refusal by ESF

The ESF will inform the applicant of the outcome of their application and the conditions attached to the acceptance of the grant. Note that appropriate acknowledgement of support from the ESF should appear in all publications which are funded either partially or entirely by a EUROCORES programme and that a copy of all publications should be forwarded to ESF.

III. Acceptance/refusal by the applicant

If funding is approved the applicant must accept (or refuse) ESF funding terms and conditions and provide their institution/organisation's bank details. Upon acceptance the applicant must return the signed Acceptance Form (provided by the ESF).

For grants ≤20K€, a scan copy of the signed Acceptance Form is sufficient.

For grants >20K€, the hard copy of the signed Acceptance Form is needed.

ESF will pay the full amount granted upon receipt of an invoice.

C. Dissemination travel grants

Applications are to be submitted **offline** and should be sent by email to the EUROCORES administrative coordinator responsible **at least three months in advance**.

I. Application

The application (template provided on the [EUROCORES networking and dissemination webpage](#)) **should contain the following elements in a single Word or PDF file:**

- a) Type of dissemination activity (dissemination travel grant)
- b) Name, affiliation, contact details, CRP of the applicant
- c) Title of the event
- d) Proposed venue and dates

- e) Scientific rationale and relevance to the programme (1 page maximum)
- f) Provisional programme/agenda of the activity
- g) Provisional dissemination and exploitation plan
- h) Budget breakdown and justification
- i) Other comments/annexes

II. Approval / refusal by ESF

The ESF will inform the applicant of the outcome of their application.

III. Acceptance / refusal by the applicant

If funding is approved the applicant must accept (or refuse) ESF funding terms and conditions and provide their institution/organisation's bank details. Upon acceptance the applicant must return the scan copy of the signed Acceptance Form (provided the ESF).

IV. Reporting

Payment will be made upon receipt of the scientific report and a Travel Claim Form detailing actual expenses incurred and including original receipts and invoices. Both documents must be sent to ESF within one month of the event.

The scientific report (template provided on the [EUROCORES networking and dissemination webpage](#)) **should contain the following elements in a single Word or PDF file:**

- a) A summary
- b) The final programme of the event
- c) A description of the scientific content of the event (abstracts can be provided)
- d) The presentation(s) made by the applicant at the event (if applicable)
- e) An assessment of the results and impact of the event on the EUROCORES programme
- f) Other comments / annexes

Unless other arrangements are agreed, the contents of reports will be considered as being in the "public domain" and may be used, suitably acknowledged, in the compilation of reports by the ESF. Reports may also be published on the ESF website

5. DISSEMINATION ACTIVITY PROCEDURES

A. Meeting administration (if applicable)

The applicant may contact all prospective participants as soon as the notification of the award has been received. As a matter of course, the EUROCORES science officer should receive an invitation. Accommodation booking, logistics and all other arrangements are the applicant's responsibility. When arrangements are finalised and well in advance of the activity, the following minimal information should be made available to all participants:

- full details about venue and dates of the dissemination activity (including local map and information on how to reach the venue from an airport or train station)
- full details about the accommodation and meal arrangements
- full contact details of the local organiser
- conditions for reimbursement of expenses as agreed with the ESF office prior to the activity (e.g. full payment for speakers only, for each participant, or up to a certain maximum amount)

When making payments the applicant should follow the general ESF financial rules (see *D. Financial Rules*).

B. Programme visibility

In order to enhance awareness of the EUROCORES programme supporting the activity, the applicant must identify the activity as being programme-funded or co-funded in all public announcements, programmes, website, publications, etc. and include an ESF-EUROCORES acknowledgement phrase such as: "*This [event/activity] [is/has been] supported [, in part,] by the European Science Foundation (ESF) under the*

EUROCORES Programme XX". Organisations contributing to the activity should also be credited in relevant publications.

Prior to the activity, an information package may be sent to the applicant including corporate ESF information and specific programme documentation for distribution to participants.

C. Data protection

Information on protection of data and on the ways in which information on participants (provided in the online list of participants) will be used by ESF can be found at <http://www.esf.org/data>. In line with French law and with European Union directives on the protection of personal data, it is the organiser's responsibility to inform participants that their information is being entered into the ESF database.

D. Financial rules

The use of EUROCORES programme dissemination funds is exclusively restricted to dissemination activities recommended by the EUROCORES programme scientific committee. Acceptance of EUROCORES funding or co-funding implies the acceptance of ESF rules on the public dissemination of information derived from the EUROCORES programme dissemination activity. Granted dissemination activities must be non-profit making.

Eligible costs:

- Travel, subsistence and accommodation costs for eligible participants.
- Costs for renting/using event facilities should be kept to a minimum. Where possible, the applicant or co-organisers should negotiate the use of facilities within their institutions, either as an in-kind contribution or for a minimum fee.
- Local administrative costs (where applicable, including administrative and technical assistance, normal office support, etc.) must not exceed 10% of the total grant.

Ineligible costs:

- Payment of honoraria for speakers or organisers
- (Social) activities with no direct link to the EUROCORES programme's objectives.

Rules of reimbursement:

Participants should arrive and depart as close as possible to the beginning and end of the activity (i.e., usually, one half-day before and after the activity). In case a participant has been on non-ESF business either before or after the meeting, the applicant (organiser) should only cover expenses incurred by participation at the EUROCORES programme activity, **unless** the stay extension or the travel itinerary is justified by a **significant** reduction in cost (e.g., from reduced air fares).

Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be provided by the participants to the dissemination activity applicant (organiser).

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available.

Cancellation insurance will only be reimbursed for economy ticket. Costs of health, life and luggage **insurance** are not reimbursed by ESF.

Use of private car (including road tolls and fuel) will be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent should be produced with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of

fare can be provided, the number of kilometres covered should be indicated. When two or more participants travel together by car, travel costs are reimbursed to only one participant.

Accommodation/meeting room rental: Ideally, the applicant (organiser) should be invoiced directly for those items by, e.g., the hotel or conference centre after the meeting. Invoices should not include individual meals or incidental expenses (such as supplement for an accompanying person, laundry, private bills, private telephone calls), which should be paid directly by the participants before departure. Individual reimbursements of room and breakfast could be considered only upon the production of individual bills.

Meals: Usually, meals should be arranged for all participants by the applicant/or the local organiser, and invoiced directly to the applicant (organiser). Alternatively, the applicant (organiser) may provide a lump sum of a maximum of 21 Euros per lunch or per dinner directly to each participant.

Travel Claim Forms: It is the applicant's responsibility to distribute ESF Travel Claim Forms (available upon request) to participants (when needed) and to require that they comply with the rules specified on the forms, within the present guidelines, and within additional documents provided by the ESF office.

ANNEXES

- Networking / Dissemination activity - Application Form
- Networking / Dissemination activity – Scientific Report Form
- Publication Grant – Application Form
- Dissemination Travel Grant – Application Form
- Dissemination Travel Grant – Scientific Report Form

The forms can be downloaded from the EUROCORES website at <http://www.esf.org/coordinating-research/eurocores/networking-and-dissemination.html>.



Networking / Dissemination Activity Application Form

Form (Word or PDF file) to be completed and uploaded via the online system at least three months in advance of the event for the following activities: working group meetings, seminars, workshops, symposia, conferences, summer schools, training programmes and specialised courses (graduate-level and continuing education), EUROCORES programme invited sessions at larger conferences, working group meetings (e.g. publication meetings).

- a) **Scientific rationale and relevance to the programme (1 page maximum)**

- b) **Provisional programme/agenda of the activity including the programme of the larger event (if applicable)**

- c) **List of provisional speakers and/or participants**

- d) **Justification for the invitation of Associated Partners and external experts**

- e) **Provisional dissemination and exploitation plan**

- f) **Fully detailed budget and justification**

- g) **Other comments/annexes**



Networking / Dissemination Activity Scientific Report Form

Form (Word or PDF file) to be completed and uploaded via the online system within two months of the completion of the event for the following activities: working group meetings, seminars, workshops, symposia, conferences, summer schools, training programmes and specialised courses (graduate-level and continuing education), EUROCORES programme invited sessions at larger conferences, working group meetings (e.g. publication meetings).

a) Summary

It should provide a general picture of the meeting and describe the practical organisation / general arrangements. It should also summarise the scientific objectives and agenda of the meeting and the overall conclusion(s).

b) Final programme of the event

c) Description of the scientific content of the event (abstracts can be provided)

It should provide a detailed picture of what went on during the meeting: brief summaries of presentations, synopsis of subsequent discussions (agreements/disagreements/highlights).

d) Assessment of the results and impact of the event on the EUROCORES programme.

It should describe what was gained from the meeting. Concrete or follow-up actions to be taken as a result (i.e. dissemination plan) should appear in this section.

e) List of speakers and participants

Name and affiliation are sufficient. The detailed list will be uploaded online directly.



Publication Grant - Application Form

Form (Word or PDF file) to be completed and sent by email to the EUROCORES programme administrative coordinator at least three months in advance.

- a) Type of publication (e.g. flyer/poster/working paper/book...)
- b) Name, affiliation, contact details, CRP of the applicant
- c) Title of the publication
- d) Abstract/outline/content of the publication
- e) Scientific rationale and relevance to the programme (1 page maximum)
- f) Provisional dissemination and exploitation plan
- g) Fully detailed budget and justification
- h) Other comments/annexes



Dissemination Travel Grant - Application Form

Form (Word or PDF file) to be completed and sent by email to the EUROCORES programme administrative coordinator at least three months in advance of the event.

- a) Type of dissemination activity
- b) Name, affiliation, contact details, CRP of the applicant
- c) Title of the event
- d) Proposed venue and dates
- e) Scientific rationale and relevance to the programme (1 page maximum)
- f) Provisional programme/agenda of the activity
- g) Provisional dissemination and exploitation plan
- h) Budget breakdown and justification
- i) Other comments/annexes



Dissemination Travel Grant – Scientific Report Form

Form (Word or PDF file) to be completed and sent by email to the EUROCORES programme administrative coordinator together with a Travel Claim Form within one month of the end of the event.

a) Summary

It should provide a general picture of the meeting, summarising the scientific objectives and agenda of the meeting and the overall conclusion(s).

b) Final programme of the event

c) Description of the scientific content of the event (abstracts can be provided)

It should provide a detailed picture of what went on during the meeting: brief summaries of presentations, synopsis of subsequent discussions (agreements/disagreements/highlights).

d) Presentation(s) made by the applicant at the event (if applicable)

e) Assessment of the results and impact of the event on the EUROCORES programme

It should describe what was gained from the meeting. Concrete or follow-up actions to be taken as a result should appear in this section.

f) Other comments/annexes